



*One Team One Culture.*

## ***Administrative Procedure***

# **PRC-CHRT-SH-40101**

# **Safety Leadership Team Charter**

**Revision 0, Change 0**

**Published: 12/07/2009**

**Effective: 12/07/2009**

**Project: CH2M HILL Plateau Remediation Company  
Topic: Occupational Safety and Industrial Hygiene**

**Technical Authority: D. J. Wiatrak  
Functional Manager: T.L. Vaughn**

<h2><b>Administrative Use</b></h2>
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## Safety Leadership Team Charter

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### CHANGE SUMMARY

AJHA: N/A

Periodic Review Due Date: 12/07/2014

HRB Date: N/A

Validation Date: N/A

Rev. 0, Chg. 0 PR#: PRC-09-1010

USQ Screen Number: Exempt

### Description of Change

The CH2M Hill Plateau Remediation Company (CHPRC) Safety Leadership Team will share information, provide a forum for improvement initiatives, and ensure a CHPRC-wide consistent approach to occupational safety and industrial hygiene (OS&IH). It is established to address worker safety and health topics in support of the CHPRC mission objectives.

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**1.0 PURPOSE**

The purpose of the CH2M Hill Plateau Remediation Company (CHPRC) Safety Leadership Team is to share information, to provide a forum for improvement initiatives, and to ensure a CHPRC-wide consistent approach to occupational safety and industrial hygiene. The Safety Leadership Team is established to address worker safety and health topics in support of the CHPRC mission objectives.

**2.0 OBJECTIVE**

The overall objective of the Safety Leadership Team is to ensure that programmatic occupational safety and industrial hygiene issues (with potential impact on CHPRC activities and mission) are identified and addressed in a manner supportive of the CHPRC mission, closure project needs, and U.S. Department of Energy regulatory compliance.

**3.0 GUIDING PRINCIPLES**

The Safety Leadership Team subscribes to the following guiding principles:

- Compliance with 10 CFR 851 and CHPRC contract requirements.
- Timely resolution of emergent issues which adversely affect occupational safety and industrial hygiene.
- Cooperation, respect and mutual sharing of ideas and lessons learned within the membership.
- Coordination of site-wide input on occupational safety and industrial hygiene processes and procedures.

**4.0 MEMBERSHIP**

Membership of the Safety Leadership Team consists of:

- Safety, Health, Security and Quality (SHS&Q) Vice President (Sponsor)
- Occupational Safety and Industrial Hygiene (OS&IH) Manager (Chaired from the Central Organization)
- OS&IH Field Manager from each Project
- Director of the HAMTC Safety Representatives (CHPRC)
- Others may be invited, at the discretion of the OS&IH Manager, to participate in meetings

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**5.0 RESPONSIBILITIES**

The Safety Leadership Team responsibilities include:

- Serve as a forum for the CHPRC projects and Occupational Safety and Industrial Hygiene Programs, to share ideas, resolve issues, and obtain a consistent approach to worker safety and health.
- Identify and facilitate programmatic improvements
- Resolve generic process and procedure issues
- Develop and promulgate lessons learned
- Develop a common position on occupational safety and industrial hygiene issues that support or enhance CHPRC mission objectives

**6.0 MEETING PROCEEDINGS**

The Safety Leadership Team will meet at least monthly.

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
OS&IH Chair and/or Safety Leadership Member	1.	Call or cancel special or regular meetings at their discretion.
OS&IH Chair	2.	Prepare and distribute a meeting agenda to members in advance of scheduled meetings.
Safety Leadership Member	3.	Submit proposed agenda topics to the Chair (or designee) in advance of scheduled meetings for inclusion on the agenda.
OS&IH Chair	4.	Distribute minutes, with identified commitments, to members following each meeting.
OS&IH Chair	5.	Assign issues for follow up.
Safety Leadership Member	6.	Complete actions, as assigned.
	7.	Provide recommendations to the Director of Worker Protection Programs for consideration.

**7.0 FORMS**

None

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### 8.0 RECORD IDENTIFICATION

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Meeting minutes, identified commitments, study issue proposals	OS&IH Chair	OS&IH Chair

### 9.0 REFERENCES

None